

Microsoft Excel Training

Microsoft Excel Beginner (Level 1)

About The Course

This one-day training course is tailored to meet the needs of people who are new to Excel. Learners pick up useful shortcuts while learning the basics of creating, calculating, formatting and printing spreadsheets using Microsoft Excel.

Training is delivered through business scenarios, with participants completing hands-on practical work throughout the day. As well as the core skills of data entry, formulas, formatting and printing, the course covers absolute and relative referencing, worksheet management, sorting and filtering, and creating a chart, so that participants leave able to build and present a complete working spreadsheet.

Duration: 1 day

Class size: 10 students max

Times: 9:00am to 5:00pm

Price: Refer to our website for current course and package pricing

After the course?

Each student will receive:

- Certificate of completion
- Training manual
- 12 months FREE email support
- FREE class re-sit (if necessary)

Who Should Do This Course?

This course is designed for people who are either new to Excel, or who want to fill in gaps and gain confidence and independence using Excel. Upon completion of the course, participants should be able to produce formatted workbooks containing formulas and functions, sort and filter a list, create a chart and produce well-designed print copies.

Prerequisites

No prior knowledge of Microsoft Excel is required; however participants need to have general mouse and keyboard skills and an understanding of personal computers and the Windows operating system.

Learning Outcomes

Upon successful completion of this course, students will be able to:

- Navigate your way around Microsoft Excel
- Create, open, save and work within workbooks and worksheets
- Make changes to data in a workbook
- Understand and work with cells and ranges in a worksheet
- Understand, create and work with formulas and functions
- Copy, move and paste data using standard and special pasting options
- Use relative, absolute and mixed cell referencing correctly
- Apply font, border, alignment and number formatting
- Insert, delete and resize rows, columns and cells
- Insert, copy, move and manage worksheets, move data between them, and freeze rows and columns
- Sort data in a worksheet
- Filter a list to display only the records you need
- Create, modify and position a chart
- Set up a worksheet for printing and produce a printed result

Content

Unit 1: Getting Started with Excel

- Starting Excel and Understanding the Start Screen
- Using the Excel Workbook Screen
- Understanding How Excel Works
- Using the Ribbon
- Showing and Collapsing the Ribbon
- Working with Backstage View
- Working with Shortcut Menus and Dialog Boxes
- Using the Quick Access Toolbar
- Understanding the Status Bar
- Closing Excel Safely

Unit 2: Creating a New Workbook

- Understanding Excel Workbooks
- Using the Blank Workbook Template
- Working with Text
- Working with Numbers
- Working with Dates
- Understanding the Fill Handle
- Entering a Simple Formula
- Saving a New Workbook
- Checking Spelling
- Closing a Workbook Safely

Unit 3: Working with Workbooks

- Opening a Workbook
- Understanding Workbook Navigation
- Using the Keyboard to Navigate
- Moving Between Worksheets
- Working with Go To

Unit 4: Editing a Workbook

- Understanding Data Editing
- Overwriting Cell Contents
- Editing Longer Cell Content
- Removing Cell Content and Deleting Data
- Working with Undo and Redo

Unit 5: Selecting Cells and Ranges

- Understanding Cells and Ranges
- Selecting Contiguous Ranges
- Selecting Non-Contiguous Ranges
- Selecting Larger Ranges
- Selecting Rows and Columns
- Viewing Range Calculations

Unit 6: Formulas and Functions Basics

- Understanding Formulas
- Typing Formulas
- Using Formulas That Add and Subtract
- Working with Multiply and Divide Formulas
- Understanding the Order of Operations
- Introduction to Excel Functions

- Adding Using the SUM Function
- Using SUM for Non-Contiguous Ranges
- Using AutoSum
- Working with AVERAGE
- Finding Maximum and Minimum Values
- Counting with COUNT and COUNTA
- Changing and Updating Formulas
- Understanding Error Messages

Unit 7: Formula Referencing

- Relative Versus Absolute Referencing
- Working with Relative Formulas
- Problems with Relative Formulas
- Creating Absolute References
- Creating Mixed References
- Cycling References with the F4 Key

Unit 8: Copying and Moving Data

- Understanding Copying in Excel
- Using Fill for Quick Copying
- Copying from One Cell to Another
- Copying from One Cell to a Range
- Copying from One Range to Another
- Copying Relative Formulas
- Moving Cells and Ranges
- Moving by Dragging

Unit 9: Special Pasting in Excel

- Understanding Pasting Options
- Pasting Formulas
- Pasting Values
- Using the Paste Special Dialog Box
- Copying Column Widths
- Copying Formats with Paste Special

Unit 10: Font Formatting in Excel

- Understanding Font Formatting
- Working with Fonts and Font Size
- Bold, Italicising and Underlining
- Changing Font Colours
- Changing Background Colours
- Using the Format Painter

Unit 11: Borders and Cell Alignment

- Understanding Borders in Excel
- Adding a Border to a Cell or Range
- Adding Top and Bottom Borders
- Removing Borders
- Working with the More Borders Command
- Understanding Cell Alignment
- Using Horizontal and Vertical Alignment
- Indenting Cells
- Rotating Text
- Wrapping Text
- Merging and Unmerging Cells

Unit 12: Formatting Numbers

- Understanding Number Formatting
- Applying General Formatting
- Formatting for Money
- Formatting Percentages
- Formatting as Dates
- Using the Thousands Separator
- Increasing and Decreasing Decimals
- Working with Alternate Currencies and Date Formats
- Applying Cell Styles

Unit 13: Rows, Columns and Cells

- Inserting Cells into a Worksheet
- Deleting Cells from a Worksheet
- Inserting Columns and Rows
- Deleting Rows and Columns
- Adjusting Column Widths
- Adjusting Row Heights
- Hiding and Unhiding Rows and Columns

Unit 14: Working with Worksheets

- Understanding Worksheets
- Inserting and Deleting Worksheets
- Copying a Worksheet
- Renaming a Worksheet
- Moving a Worksheet
- Hiding and Unhiding a Worksheet
- Changing Worksheet Tab Colours
- Grouping Worksheets
- Changing the Worksheet View and Zoom
- Copying a Sheet to Another Workbook
- Copying and Moving Data Between Worksheets
- Freezing Rows and Columns
- Splitting Windows

Unit 15: Sorting Data in Excel

- Understanding Lists in Excel
- Performing an Alphabetical Sort
- Performing a Numerical Sort
- Sorting on More Than One Column
- Undoing and Correcting a Sort

Unit 16: Filtering Data in Excel

- Understanding Filtering
- Applying and Using a Filter
- Clearing a Filter
- Creating Compound Filters
- Working with Multiple Value Filters
- Copying Filtered Data

Unit 17: Creating Charts in Excel

- Understanding the Charting Process
- Choosing the Right Chart
- Using a Recommended Chart
- Creating a New Chart from Scratch

- Resizing and Repositioning a Chart
- Creating a Chart Sheet
- Changing the Chart Type
- Changing the Chart Layout and Style
- Adding a Chart Title and Data Labels
- Deleting a Chart

Unit 18: Page Setup and Printing

- Strategies for Printing
- Working with Page Layout
- Setting Margins and Centring on a Page
- Changing Orientation and Paper Size
- Specifying and Clearing the Print Area
- Inserting and Removing Page Breaks
- Using Page Break Preview
- Setting Rows as Repeating Print Titles
- Printing Gridlines and Headings
- Scaling and Fitting to a Number of Pages
- Previewing Before You Print
- Printing a Range or an Entire Workbook
- Printing a Chart
- Saving a Workbook as a PDF

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To view a full list of course dates, please visit our website at www.dynamicwebtraining.com.au
Alternatively please contact our office on 1300 888 724